

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

30 January 1974

Letter of Instruction

*hs-7*  
TO: Training Assistant - Travel and Finance



*to file*

FOIAb3b

This letter is intended to: clarify your duties and responsibilities; identify objectives and plans to be accomplished by you during 1974; and serve as a basis for evaluating your performance in your next Fitness Report.


Duties and Responsibilities

1. Prepare travel orders in support of Agency-wide External Training Program.
2. Process tuition advances, accountings, and reimbursements; check for correct supporting documentation, signatures, and reference.
3. Process billings and invoices from private firms, and vouchers from Government agencies, for payment certification.
4. Inform Agency Budget and Fiscal Officers of the current status of training cost obligations.
5. Monitor the system for external training completions to ensure conformance with Audit requirements levied upon the Program.
6. Coordinate financial transactions between employees, Budget and Fiscal Officers, and the Office of Training.
7. Assist in preparation of statistical and other reports on external training as required.
8. Assist in administrative briefings of trainees as required.

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Objectives

1. Establish and maintain a reference card file on part-time academic (sponsored) training.
2. Improve system for payment, in coordination with CCS, of cover billings.
3. Streamline the present system of monitoring the external training completions to make it more timely and cost effective, to cut down on xeroxing and other paperwork processing.
4. As time permits, learn the basics involved in processing Government enrollments/quotas so that you can "back up" the Training Officer in case of absence or workload.

  
Registration Group  
Office of Training

FOIAb3b

ACKNOWLEDGED:

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Date